

20 June 1997

Personnel



**INCAPACITATION PAY AND MANAGEMENT
OF RESERVIST CONTINUED ON ACTIVE
DUTY ORDERS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Supersedes AFRESI 36-3004, 29 March 1996

Pages: 23
Distribution: F

This instruction implements Air Force Policy Directive (AFPD) 36-30, *Military Entitlements*, and defines procedures for management and control of Air Force Reserve unit members determined to be in the line of duty (LOD) due to injury, disease, or illness as prescribed in AFI 36-2910, *Line of Duty (Misconduct) Determination*, which may result in entitlement to incapacitation pay. This instruction further defines procedures for management and control of unit members on active duty under orders for a specified period of 31 days or more, who are incapacitated beyond the original termination point of the orders. It explains entitlement to incapacitation pay and payment procedures, and entitlement to be continued on active duty for the duration of the incapacitation or final disposition of the case. This instruction requires collecting and maintaining information subject to the Privacy Act of 1974 authorized by 37 U.S.C., *Pay and Allowances of the Uniformed Services*. System of records notice FO35 AF MPO, **Unit Assigned Personnel Information**.

The objective of the Reserve benefit system is to compensate, to the extent permitted by law, members of the Air Force Reserve who experience incapacitation or loss of civilian earnings as a result of an injury, illness, or disease incurred, re-injured or aggravated in the line of duty, and provide the required medical and dental care associated with the incapacitation.

SUMMARY OF REVISIONS

This revision defines procedures for management and control of members on active duty under orders for a specified period of 31 days or more, who are incapacitated beyond the original termination point of the orders. Updates addresses to reflect HQ AFRC vs HQ AFRES. A (I) indicates revisions from the previous edition.

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Chapter 1

ENTITLEMENTS

1.1. Physically Disabled in the Line of Duty. A member of the Air Force Reserve is entitled to medical and dental care, incapacitation pay, travel and transportation incident to medical and/or dental care, according to 37 U.S.C. 204 and 206, the Military Pay and Allowances Manual, and 10 U.S.C. 1074 and 1074a, if the member becomes physically disabled as the result of an injury, illness, or disease incurred or aggravated in the line of duty.

1.2. Medical and Dental Treatment . Members incapacitated as a result of injury, illness, or disease, incurred or aggravated in line of duty, are eligible to medical and dental treatment in a military treatment facility for the incapacitation until qualified for return to military duty or when resulting incapacitation cannot be materially improved by further hospitalization or treatment, and the case has been processed through the disability evaluation system.

1.3. Continued on Active Duty Orders. Members on active duty orders for a specified period of 31 days or more are not involuntarily released from their orders if they incur a line of duty medical condition. These members have their orders extended until the medical condition is resolved or can no longer be materially improved by further hospitalization or treatment, and the case has been processed and finalized through the disability evaluation system (DES), or the medical condition has been determined not in the line of duty.

1.4. Elect to Leave Active Duty. Members on orders for 31 days or more, who would otherwise be retained on orders due to an incapacitation, but who elect to leave active duty, shall be entitled to incapacitation pay upon the end of the orders and medical treatment for the line of duty medical condition only in military treatment facilities, according to Section 1074 of 10 U.S.C (reference (c)).

Chapter 2

RESPONSIBILITIES ASSIGNED

2.1. HQ AFRC/DP. The Director of Personnel (DP) is the appeal authority for incapacitation pay requests disapproved by wing commanders, and disapproval authority for incapacitation pay requests approved at wing level that are determined not legally or medically sufficient by the appropriate AFRC office of primary responsibility (OPR).

2.2. Special Programs Section. The Chief, Special Programs Section, HQ AFRC/DPMB, is the program manager for Air Force Reserve personnel and:

- 2.2.1. Is the approval/disapproval authority for the initial incapacitation pay request.
- 2.2.2. Monitors progress of each case and notifies the member and unit in writing when the incapacitation pay is within 60 days of expiration.
- 2.2.3. Briefs appropriate staff agencies on status of program.
- 2.2.4. Provides guidance to AFRC staff, commanders, and military personnel flights (MPF).
- 2.2.5. Reviews and forwards requests for waiver to the initial 6 month incapacitation pay to SAF/MIR with recommendation for approval, or recommends disapproval to HQ AFRC/DP. Requests disapproved by HQ AFRC/DP may be appealed through military channels to AFRC/CV.
- 2.2.6. Reviews appeals and advises HQ AFRC/DP on appropriate action.
- 2.2.7. Issues control numbers to career enhancement offices for incapacitation pay purposes. The initial 6-month control number is issued upon receipt of required documents (attachment 2, rule 1 or 2) and applies to the initial period only. A control number for waiver beyond the initial 6-months is issued upon receipt of approval of the waiver from SAF/MIR.
- 2.2.8. Provides status report on individual cases to field units upon request.
- 2.2.9. Provides guidance to staff agencies, commanders, and military personnel flights

2.3. HQ AFRC/SG:

- 2.3.1. Provides guidance to reserve medical units (RMU) on medical responsibilities for these programs.
- 2.3.2. Reviews timeliness of continuing medical evaluation and documentation for unit members requesting incapacitation pay extension.
- 2.3.3. Provides assistance to RMU to obtain necessary medical evaluations and administrative documents from active duty medical treatment facilities regardless of service.
- 2.3.4. Resolves problems between RMUs and active duty medical treatment facility (MTF) that cannot be resolved at wing level.
- 2.3.5. Determines if a medical evaluation board (MEB) is required when reviewing requests for incapacitation pay beyond the initial 6 month period.
- 2.3.6. Advises the RMU to track all cases on members within their wing referred to an MEB.

2.4. HQ AFRC/JA. Provides legal guidance to AFRC staff, commanders, and unit JAs.

Chapter 3

INCAPACITATION PAY

3.1. Wing Commander:

3.1.1. Reviews member's request for incapacitation pay (AF Form 1971, **Certification for Incapacitation Pay**) and recommends approval or disapproves the request. Approved requests are submitted to HQ AFRC/DPMB. The member may appeal disapproved requests through military channels to HQ AFRC/DP.

3.1.2. Approves an interim line of duty determination for incapacitation pay purposes as prescribed in AFI 36-2910, attachment 2.4. **NOTE:** For units reporting directly to a regional support group (RSG) the RSG commander may perform these functions.

3.2. Unit Commander:

3.2.1. Recommends approval/disapproval (AF Form 1971) to the wing commander on all requests for initial incapacitation pay or extensions. When the unit commander is not readily available the next command level may act on incapacitation pay requests.

3.2.2. Ensures member is advised to submit incapacitation pay extension requests within 60 days before termination of current entitlement.

3.2.3. Provides assistance for a member who is incapacitated and cannot physically report in person to the medical unit. Designates a unit member to assist a member who is physically unable to comply with requirements in this instruction to ensure benefit of all entitlements.

3.3. Member:

3.3.1. Furnishes the career enhancement office with documents listed in attachment 2, rule 1 or 2, for determination of entitlement to incapacitation pay. Upon receipt of an approved line of duty (LOD) with an injury, disease, or illness that is incapacitating, submit those documents no later than 60 days after the incapacitation occurs or completion of the LOD. Failure to do so may result in denial of incapacitation pay.

3.3.2. Submits, for extension of the initial 6 month period, the documents required by attachment 2, rule 3 or 4, to the career enhancement office no later than 30 days prior to the date the previous 6 month entitlement expires.

3.3.3. Acknowledges receipt of briefings given by mail or in person, from personnel, pay, and medical officials, (attachment 3, attachment 4, and attachment 5).

3.3.4. Furnishes the career enhancement office with all applicable documents listed in attachment 2 when a waiver to the initial 6 month period is requested.

3.3.5. Responds to the requirements of HQ AFRC/DPMB memorandum for waiver of the initial 6 month period within 60 days of receipt of the memorandum. Failure to respond may result in the member being denied further incapacitation pay.

3.3.6. Appears at scheduled medical follow-ups. Failure to appear or the inability of the MTF/RMU being unable to contact you is grounds for termination of incapacitation pay.

3.3.7. Personally presents himself or herself to the career enhancement office, reserve pay office, and reserve medical unit for briefings on entitlements upon notification of an approved LOD. The briefings are only sent to members who are physically unable to come in person.

3.4. Military Personnel Flight (MPF). Within the MPF the career enhancement office (DPMPE) is the focal point for administering, educating, referring, and documenting incapacitation pay and is responsible for:

3.4.1. Notifying member of an approved LOD and possible entitlement to incapacitation pay (Sample LOD Memorandum, attachment 6).

3.4.2. Briefing the member, in person or through certified mail, on his or her responsibilities during periods of entitlement to incapacitation pay and extension requests beyond the initial 6 month period. Retain signed copies of all briefings in the member's case file.

3.4.3. Expeditiously forwarding documents specified in attachment 2 to HQ AFRC/DPMB to request a control number for the initial 6 month period. Submit request for extension beyond the initial 6-month period to HQ AFRC/DPMB no later than 30 days prior to the date the previous 6 month entitlement expires.

3.4.4. Obtaining documentation verifying member's status at time of injury/illness/disease, that is, AF Form 938, **Request and Authorization for Active Duty Training/Active Duty Tour**; AF Form 40A, **Record of Individual Inactive Duty Training**, or letter of certification of unit training assembly (UTA) status; AF Form 3956, **Report of Inactive Duty Training Performance-AGTP/AFTP (USAFR)**; DD Form 1610, **Request and Authorization for TDY Travel of DoD Personnel**; UTAPS schedule; travel order; or other proof of member's status.

3.4.5. Forwarding approved incapacitation pay requests and control number to the appropriate pay office.

3.4.6. Obtaining an updated AF Form 1971 from the medical facility for member requesting incapacitation pay. If the member is requesting only loss of earned civilian income, only the initial AF Form 1971 showing that the member is fit for military duty is required.

3.4.7. Notifying HQ AFRC/DPMB when a member is no longer entitled to incapacitation pay. Provide date returned to military duties and/or civilian occupation.

3.4.8. Reviewing each incapacitation pay request for completeness prior to requesting a control number for the initial 6-month period or submitting a request for waiver of the initial 6-month period.

3.4.9. Determining applicant's eligibility for entitlement to incapacitation pay based on his or her fitness for military duty. Fit and unfit for duty is how the member's entitlement to incapacitation pay is defined. A member who incurs or aggravates an injury, illness, or disease and has a line of duty determination completed and finalized as "in line of duty," is entitled to apply for incapacitation pay based on fitness for military duty.

3.4.10. Determining applicants eligibility for entitlement to incapacitation pay if they can demonstrate a loss of earned civilian income as a direct result of a finalized in line of duty determination. Members collecting incapacitation pay based on loss of earned civilian income are expected to fulfill their inactive duty for training (IDT) and annual tour (AT) requirements.

- 3.4.11. Notifying the pay office to stop incapacitation pay entitlements when member returns to military duty and/or civilian employment.
- 3.4.12. Advising member of extension procedures.
- 3.4.13. Forwarding a chronology of events to HQ AFRC/DPMB when the incapacitation pay request is submitted after expiration of the member's initial entitlement. This chronology must be signed by the wing commander.
- 3.4.14. Forwarding all initial and extension requests through the appropriate legal office for review (AF Form 1971). **NOTE:** If, after due diligence and prior coordination with the unit SJA, a unit JA cannot be reached and the request is for the initial 6-month period, the legal review may be bypassed. Block IV of the AF Form 1971 should state that the SJA could not be reached.
- 3.4.15. Assisting all Air Force Reserve personnel in processing requests for incapacitation pay. Incapacitation pay requests for individual mobilization augmentees (IMA)/individual ready reserve (IRR) members generated at unit career enhancement offices are forwarded to HQ ARPC/DRSP for processing.

3.5. Reserve Medical Unit (RMU) Responsibilities:

- 3.5.1. Briefs members on medical entitlements (attachment 4) and furnishes career enhancement office with a copy of the completed briefing.
- 3.5.2. Advises members they must report to the RMU every 15 or 30 days to initiate AF Form 1971, **Certification for Incapacitation Pay**, if applying for loss of military income. The member may choose to be paid either on a 15 or 30 day period.
- 3.5.3. When the member requests an extension of the initial 6-month period provides the career enhancement office with the member's current medical status AFRC Form 137, **Medical Status**, and AF Forms 422 and 1971 if member is unfit for military duty. Ensures all questions on the medical status form are answered completely and the form signed by either the treating physician or an RMU physician.
- 3.5.4. Reviews the member's medical status every 30 days to monitor member's progress and recommend Medical Evaluation Board (MEB) action to the MTF as soon as it is determined such action is necessary. RMU physician review is documented on SF 600, **Chronological Record of Medical Care**, and filed in the member's medical record.
- 3.5.5. Provides the career enhancement office with a final AF Form 1971 and AF Form 422 when the member becomes fit for military duty.
- 3.5.6. Ensures blocks I and II of AF Form 1971 are completed, if requested, every 15 or 30 days for members who cannot participate for pay and points and claim loss of military income. Forward to the member's immediate commander.
- 3.5.7. Continuously monitors member's condition to ensure member is returned to military duty as soon as medically appropriate.

3.6. Reserve Pay Office (RPO) Responsibilities:

- 3.6.1. Briefs members on pay matters pertaining to incapacitation pay and furnishes a copy to the member and career enhancement office (attachment 5).

3.6.2. Receives the complete incapacitation pay request package from career enhancement, creates any additional military pay documentation required to support payment of full pay and allowances, computes the entitlement, and processes the payment using the DO2 transaction format. Returns incomplete packages to the career enhancement for correction.

3.6.3. Returns incapacitation pay requests without a HQ AFRC/DPMB control number without pay action. Control numbers are sent via e-mail and/or FAX to career enhancement offices.

3.6.4. Receives supporting documents listed in attachment 2 for payment of incapacitation pay from the career enhancement office for the first payment of the initial 6-month period and/or waiver to the initial 6-month period. Supporting documents in Note 1 of attachment 2 are furnished to the RPO every 15 or 30 days by the career enhancement office for subsequent payments during a 6-month period.

3.6.5. Since the member is normally entitled, depending on status, to full pay and allowances, may need to acquire some additional supporting pay documents. Examples are AF Form 594, **Application and Authorization Start, Stop, or Change Basic Allowance for Quarters**; AF Form 220, **Request, Authorization, and Pay Order Basic Allowance for Subsistence (BAS)**, and date from the hospital showing admission and release dates; AF Form 3956 if a member was injured on inactive duty training and is entitled to incentive pay for aerial flights.

3.6.6. When a member is not fit for military duty, after active duty orders of less than 31 days have expired, computes and processes incapacitation payments using a DO2 transaction within 2 workdays after receipt of package from the career enhancement office.

3.6.6.1. Submits B10/B11 transaction to pay scheduled IDT periods and submits a request to appropriate office to reverse PCARS points.

3.6.6.2. Submits D18 comment transaction with message "DISABILITY STATUS, DODFMR 8-2-3, RULE 1."

3.6.7. When the member is fit for military duty but can show loss of earned civilian income computes entitlement and processes the payment using a DO2 transaction format.

3.6.8. For a member who is fit for military duty but cannot show loss of earned civilian income, uses CO1/CO2 to pay the ordered periods plus authorized travel time and submits D18 comment transaction with message "DISABILITY STATUS DODFMR 80203, RULE 3."

3.6.9. When the member is not fit for military duty during IDT, submits B10/B11 for all scheduled periods during which the member is incapacitated and requests Customer Service to reverse PCARS points. Submits D18 comment transaction with message "DISABILITY STATUS DODFMR 8-2-3, RULE 4" each time the B10/B11 is used.

3.6.10. When member is fit for military duty but can show loss of earned civilian income the RPO:

3.6.10.1. Submits B10/B11 transactions for all scheduled IDT periods that member performs.

3.6.10.2. Submits D18 comment transaction with message "DISABILITY STATUS DODFMR, RULE 5."

3.6.10.3. Computes entitlement and processes the payments using the DO2 transaction format.

3.6.11. When the member is fit for military duty and cannot show lost civilian income, submit B10/B11 for scheduled IDT periods that member performs and D18 comment transaction with message, "DISABILITY STATUS, DODFMR 8-2-3, RULE 6."

3.6.12. Inputs DO2 transactions as required, generally on a 15 or 30 day basis. Advance submissions are not permitted since entitlement keys on income earned and status after their period of payment has passed. Submissions for partial or intermittent periods can be made as they occur.

3.6.13. Makes partial payments for incapacitation pay authorizations if the following conditions exist:

3.6.13.1. All administrative documentation requirements have been met. **NOTE:** Partial payments on requests for continuation beyond the initial 6-month period cannot be made until the submission package is received from the career enhancement office with SAF/MIR approval and a control number.

3.6.13.2. Member is experiencing financial hardship and has a memorandum from his or her commander which so states and authorizes payment. **NOTE:** Cash payments are not given to anyone other than the member.

3.6.14. Post the collection action and submit D18 comment transaction with explanation of partial payment.

3.6.15. Partial payments cannot be authorized if the DO2 transaction has been submitted to DFAS-DE for payment.

3.7. Unit Staff Judge Advocate: Provides guidance to unit commanders, MPF and RMU.

Chapter 4

CONTINUATION ON ACTIVE DUTY OF RESERVIST ON ACTIVE DUTY ORDERS FOR A SPECIFIED PERIOD OF 31 DAYS OR MORE

4.1. Continued on Active Duty. Members on active duty under Reserve Personnel Appropriation (RPA) or Military Personnel Appropriation (MPA) orders for a specified period of 31 days or more are not involuntarily released from their orders if they incur a line of duty medical condition. These members have their orders extended until the medical condition is resolved or can no longer be materially improved by further hospitalization or treatment, and the case has been processed and finalized through the disability evaluation system (DES), or the medical condition has been determined not to be in the line of duty.

4.2. Elect to Leave Active Duty. Members on orders for 31 days or more, who would otherwise be retained on orders due to an incapacitation, but elect to leave active duty, are entitled to incapacitation pay and medical/dental treatment in military treatment facilities only for the line of duty medical/dental condition. Members receiving incapacitation pay do not accrue points.

4.3. Unit Commander Responsibilities:

4.3.1. Continues the member on RPA orders until the member is returned to military duty prior to expiration of member's orders, regardless of type. Orders are normally extended a minimum of 60 days. Members undergoing MEB processing are extended no less than 120 days. **NOTE:** Members performing active duty support on MPA orders are extended on MPA orders by the appropriate active duty command.

4.3.2. A member is not retained on school tour orders after expiration of the initial order. Place the member on an RPA order. **NOTE:** To ensure member's pay is not interrupted, an extension order must be processed no later than 14 days prior to expiration of original order.

4.3.3. Reservists who incur a line of duty injury while serving on orders for 31 consecutive days or longer, and are retained on active duty as a result of an injury, illness, or disease do not require a waiver beyond the 179 day RPA limit.

4.3.4. Uses members within the parameters authorized by appropriate medical authority, regardless of physical serial profile.

4.3.5. Immediately notifies the Military Personnel Flight/Employment Section (DPMAE) when member's order is extended or terminated and provide DPMAE with a copy of the extension order for updating duty status.

4.3.6. Provides RMU a copy of the original order and all extensions.

4.3.7. The statement "MEMBER IS EXTENDED FOR MEDICAL REASONS" is in the remarks section of extensions to orders and the training category code (TCC) is changed to reflect "LI".

4.3.8. Periodically reviews member's case with the treating physician to ensure that retention on active duty orders beyond the original expiration date is appropriate.

4.3.9. Advises member that retention on active duty for medical/dental treatment beyond the expiration date of the original order is voluntary.

4.3.10. Notifies the RPO to stop pay entitlements no less than 24 hours after the member is returned to military duty.

4.4. Unit Staff Judge Advocate (JA). Provides guidance to unit commanders, MPF, and RMU.

4.5. Reserve Pay Office (RPO) Responsibilities:

4.5.1. Ensures member receives a briefing on entitlement to all pay and allowances.

4.5.2. Processes pay and entitlements for members.

4.6. Wing Commander Responsibilities:

4.6.1. Where incapacitation is expected to exceed 6-months or a permanently disqualifying condition is recognized, discusses the member's progress with RMU commander to include the possibility of MEB processing.

4.6.2. Meets with the active duty medical commander of the MTF where the member is being treated to discuss problems concerning cases which cannot be resolved by unit and/or RMU commanders.

4.6.3. Removes from active duty orders those members who refuse to reply to official requests or correspondence regarding their medical status.

4.6.4. Ensures personnel placed on orders for 31 days or more receive entitlements education regarding extensions beyond the original order.

4.7. Member's Responsibilities:

4.7.1. Be present for duty unless otherwise directed by the unit commander.

4.7.2. Immediately notify the unit commander or unit air reserve technician (ART) and RMU of any medical condition requiring an extension of the original order.

4.7.3. Provide current medical status to RMU every 30 days or more frequently, as directed by the unit commander. Provide current medical documentation to the RMU after each medical appointment or physician's visit. Immediately notify the RMU of any change in medical status.

4.7.4. Immediately notify his or her military personnel flight (MPF) of any change of address, phone number, etc.

4.7.5. Provide a rental agreement or a mortgage coupon for Variable Housing Allowance (VHA) to the RPO.

4.8. Military Personnel Flight (MPF) Responsibilities:

4.8.1. Within the MPF, the employment section (DPMAE) is the office responsible for tracking members extended beyond the original order.

4.8.2. The employment section immediately notifies HQ AFRC/DPMB when a member is retained on active duty beyond the termination date of the original order and the date when the member is released from the extension order.

4.8.3. The employment section provides HQ AFRC/DPMB with the following information, via e-mail or FAX, when member's order is extended:

- 4.8.3.1. Member's name and rank.
- 4.8.3.2. Type of order member was on (school tour, MPA, RPA, etc.)
- 4.8.3.3. Initial date active duty began.
- 4.8.3.4. Diagnosis of injury/disease/illness.
- 4.8.3.5. Current status, that is, light duty, MEB, etc.

4.9. Reserve Medical Unit (RMU) Responsibilities:

- 4.9.1. Initiates AF Form 348, **Line of Duty Determination**, as required.
- 4.9.2. An RMU physician reviews the member's medical status every 30 days to monitor the member's progress and recommend MEB action to the MTF as soon as it is determined such action is necessary. Records of the RMU physician review are on SF 600, **Chronological Record of Medical Care**, and files in the member's medical record. ***NOTE:** AF Form 422, **Physical Profile Serial Report**, may only be initiated by the member's medical treatment facility.*
- 4.9.3. Serves as the point of contact between the active duty medical treatment facility and the Reserve unit.
- 4.9.4. As requested, briefs the unit commander on member's medical status.
- 4.9.5. Ensures medical evaluation board (MEB) is initiated when appropriate and track to conclusion of disability processing.
- 4.9.6. Briefs wing commander on status of all MEBs and members with long term medical conditions who are on orders for 31 days or more.
- 4.9.7. Immediately notifies the wing commander and HQ AFRC/SGP of problems that can't be resolved by the RMU commander.

DAVID S. SIBLEY, Brig Gen, USAFR
Assistant Vice Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 36-2910, *Line of Duty (Misconduct) Determination*
AFPD 36-30, *Military Entitlements*
37 U.S.C. 204 and 206,
10 U.S.C. 1074 and 1074a
DoDFMR,
Department of Defense Financial Management Regulation
Uniform Code of Military Justice
Title 18 U.S.C.

Abbreviations and Acronyms

AFRC—Headquarters, Air Force Reserve Command
ART—Air Reserve Technician
AT—Annual Tour
BAS—Basic Allowance for Subsistence
BAQ—Basic Allowance for Quarters
DES—Disability Evaluation System
DFAS-DE—Defense Finance Accounting System, Denver
DP—Director of Personnel
DPMAE—Employment Section
DPMB—Career Enhancement Branch
DPMPE—Career Enhancement Office
IDT—Inactive Duty for Training
JA—Judge Advocate
LOD—Line of Duty (Misconduct) Determination
MEB—Medical Evaluation Board
MPA—Military Personnel Appropriation
MPF—Military Personnel Flight
MSS—Mission Support Squadron
MTF—Medical Treatment Facility
PCARS—Point Credit Account Reporting System
RMU—Reserve Medical Unit

RPA—Reserve Personnel Appropriation

RSG—Regional Support Group

RPO—Reserve Pay Office

SAF/MIR—Deputy Assistant Secretary of the Air Force (Reserve Affairs)

SJA—Staff Judge Advocate

SG—Command Surgeon

SGLI—Serviceman's Group Life Insurance

SGP—Professional Services Management Division

TCC—Training Category Code

USAFR—United States Air Force Reserve

VHA—Variable Housing Allowance

Terms

Fit for Military Duty—A reserve member is fit for military duty when a military physician has completed an AF Form 422, *Physical Profile Serial Report*, with no 4s (not worldwide qualified) in member's serial profile. (Only pertains to members receiving incapacitation pay)

Military Duty—Military duty does not include a member's ability to perform special operational duties (that is, aircrew duties, marine diving, etc.).

Incapacitation—Disability as the result of an injury, illness, or disease incurred or aggravated in the line of duty while in military status, and/or travel to or from military duty.

Medical Treatment Facility (MTF)—The active duty medical treatment facility responsible for support to a Reserve Medical unit (normally the nearest active duty Air Force medical facility).

Reserve Medical Unit (RMU)—The reserve medical unit responsible for assisting unit assigned reservist in receiving military medical care (normally Reserve medical unit where member is assigned).

Appropriate Medical Authority—HQ AFRC/SG, physicians at a member's support RMU, or member's treating physician.

Start Date for Incapacitation Pay—Day after any military status ends or day member is unable to perform civilian occupation and incurs loss of civilian earned income. If member is incapacitated during inactive training or while, on the day of training, traveling directly to or from such training and the member is not fit for military duty then the member is entitled to inactive duty training compensation for the day (both periods if two had been scheduled). See DOD Financial Management Regulation, volume 7A, chapter 56, table 56-3, for pay entitlement if the disability continues beyond this period or if there is a subsequent recurrence of this disability.

Civilian Earned Income—Gross income from nonmilitary employment, including self-employment. It includes normal wages, salaries, professional fees, tips, or other compensation from personal plans, vacation pays, and sick leave that member elects to receive. Inability to perform additional military duty (RPA/MPA man-days, etc.) is not loss of civilian earned income.

Attachment 2

INCAPACITATION PAY APPLICATION PROCEDURES

Table A2.1. Incapacitation Pay Application Procedures.

		RULE			
If applicant is		1	2	3	4
requesting initial 6-month entitlement and is unfit for military duty		YES			
requesting initial 6-month entitlement and is fit for military duty but can show loss of earned civilian income			YES		
requesting an extension from SAF and is unfit for military duty				YES	
requesting an extension from SAF and is fit for military duty but can show loss of earned civilian income					YES
THEN APPLICANT MUST SUBMIT DOCUMENTS IN A THRU H, WHERE APPLICABLE, TO THE CAREER ENHANCEMENT OFFICE					
A	A Member's signed request for incapacitation pay (AF Form 1971)	X	X	X	X
B	Unit commander's recommendation and wing commander's approval. During the absence of the unit commander, the next commander recommends approval or disapproval (AF Form 1971).	X	X	X	X
C	Request AF Form 1971 from RMU. If applying for loss of earned civilian income only first submission is required	X	X	X	X
D	Physician's statement (Block II,(AF Form 1971).	X	X	X	X
E	Member's statement of all gross earnings during the incapacitation period. If member has no income, then his or her letter must so state (attachment 7)	X	X	X	X
F	SELF EMPLOYED. If member cannot perform self employment, statement from treating physician, if civilian treatment has been authorized, whether inability to work is due to LOD injury, illness, or disease. Member may need to provide input from civilian physician.	X	X	X	X
G	SELF EMPLOYED: Provide a copy of all accounting/booking records showing amount of monthly gross income earned before becoming incapacitated. Copy of profit/loss statements for the 6 month period of incapacitation and a copy of bank statement for past 3 months.	X	X	X	X

H	EMPLOYED: Statement from civilian employer of the amount of gross earnings member would have received during the incapacitation pay period. If member is unable to work, civilian employer must certify whether member can perform full or limited civilian duties due to LOD injury, illness, or disease. Must state if member is receiving income through sick leave. NOTE 1 & 2	X	X	X	X
I	Interim LOD, AF Form 348 or DD Form 261. NOTE 3	X	X	X	X
J	AF Form 422, Physical Profile Serial Report. NOTE 5	X	X	X	X
K	Medical Status (AFRC Form 137)	X	X	X	X
L	Wing commander's and/or member's explanation of delay when extension package is submitted late.	X	X	X	X
M	Documentation verifying member's status at time of injury, illness, or disease	X	X	X	X
N	Additional pay documents such as AF Form 594 (BAQ allowance), AF Form 220 (BAS allowance), AF Form 3956, rent or mortgage agreement for VHQ entitlement.	X	X	X	X
O	Date incapacitation pay will start or inclusive dates for incapacitation pay (AF Form 1971, Block 1)	X	X	X	X

NOTES:

1. Member must have earnings and AF Form 1971 recertified to receive pay for each preceding 15 or 30 day incapacitation pay period. Applicable documents must be submitted to appropriate career enhancement office for submission to the RPO to ensure payments are continuous. Advance submissions are not permitted since entitlement keys on member's status after their payment period has passed.
2. When submitting a request for extension for incapacitation pay prior to the expiration of current entitlement, earnings statements from member/employer must be estimated. Upon Secretary of the Air Force approval, current statement may be required by the RPO to compute pay entitlement.
3. Members incapacitated as a result of an injury, illness, or disease incurred or aggravated on active duty or inactive duty training, may have an interim line of duty determination issued by the appointing authority if an informal or formal line of duty determination cannot be finalized within 7 days of the injury, illness, or disease. An interim line of duty determination only applies to the initial request for incapacitation pay.
4. HQ AFRC/DPMB may request other records not listed in this instruction to verify eligibility to incapacitation pay.
5. AF Form 422 is not required if member is requesting only loss of earned civilian income.

Attachment 3**SAMPLE PERSONNEL BRIEFING**

1. I hereby certify that I have been briefed on my responsibilities, the restrictions that apply to me, and the entitlements to which I am authorized while receiving medical care and/or incapacitation pay. I certify that I specifically understand that:
2. I must report any changes in residence to my supporting career enhancement office (DPMPE), supporting reserve pay office (RPO), and supporting reserve medical unit (RMU) or medical treatment facility (MTF).
3. I must contact my RMU or MTF to request AF Form 1971, Certification for Incapacitation Pay, and have a military physician complete the medical portion (Block II) monthly unless otherwise directed.
4. I am authorized to receive incapacitation pay for up to 6-months if I am unfit for military duty and/or have a loss of earned civilian income as a result of an approved in line of duty injury, illness, or disease.
5. I must provide all documents to the career enhancement office in a timely manner or prepare an explanation as to why my request was delayed.
6. If my incapacitation is expected to extend beyond the initial 6-month period I must request an extension of incapacitation pay, through military channels, from the Secretary of the Air Force. I understand that I must make application for the extension of the initial 6-month period 60 days before the expiration date to preclude undue delay or denial of payment of monies.
7. I am not authorized to participate in Reserve activities for pay and/or point credit while in a physical profile 4 and receiving incapacitation pay.
8. My promotion/reenlistment eligibility and participation may be affected by my incapacitation status.
9. If applying for loss of earned civilian income only, I must provide updated written medical documentation from my treating physician since my last payment.
10. Point of contact for any personnel questions is _____ at extension_____.

(Member's signature and date)

(Briefer's signature and date)

cc: Member's immediate commander

Attachment 4**SAMPLE MEDICAL BRIEFING**

1. I may receive medical care and treatment, including hospitalization and rehospitalization, only for the specific LOD injury, illness, or disease.
2. I must request approval for civilian health care from my supporting active duty medical treatment facility (MTF) before receiving such medical treatment. If I don't receive prior approval, I will then be responsible for payment of all bills incurred and the government may no longer be responsible for my LOD injury, illness, or disease if complications arise from obtaining unauthorized civilian medical treatment.
3. I must report any changes in residence to my supporting customer service office and supporting medical unit as soon as possible.
4. To determine my eligibility for incapacitation pay, I must first make a request to my supporting RMU or MTF and a military physician will complete Block II of AF Form 1971, Certification for Incapacitation Pay, for the preceding 15 or 30 day period. I understand that an AF Form 1971 cannot be initiated until after a line of duty determination has been rendered in my favor or an interim line of duty determination has been approved by my wing commander and HQ AFRC/DPMB.
5. AF Form 1971 completed for more than 1 month will require approval by my wing commander with full detailed explanation of why the form was not completed monthly.
6. I am not fit for military duty while I have a 4 in my physical profile and will not participate in any Reserve activity for pay and/or point credit. When my physical profile contains any combination of 1, 2, or 3 with or without physical restriction, I will be considered fit for military duty. The fact that I cannot perform my special operational duties, that is, flying duties, marine diving duties, etc., has no bearing on my fitness for military duty.
7. I must personally report to my RMU/MTF once every 30 days, or more frequently if so directed, and provide written medical documentation from my treating physician, updated since approval of my last AF Form 1971.
8. I am entitled to travel pay only for all medical appointments and I must contact my unit for preparation of travel orders.
9. Point _____ of _____ contact _____ is _____ at extension _____.

 (Member's signature and date)

 (Briefer's signature and date)

cc:

MPF/Career Enhancement (DPMPE)

Member's immediate commander

Attachment 5**SAMPLE FINANCIAL ENTITLEMENTS BRIEFING**

1. I hereby certify that I have been briefed on my financial entitlements, which I am authorized while receiving medical care and or incapacitation pay. I certify that I specifically understand the following:
2. Entitlements will be paid in 15 or 30 day increments, depending on my needs and receipt of an approved AF Form 1971 and other required documents.
3. Incapacitation pay entitlements are base pay, BAS, BAQ, VHA, and incentive pay (if applicable). A rental/mortgage agreement is required to establish VHA entitlement.
4. My monthly incapacitation pay entitlement will not exceed the total monthly pay and allowances for a regular Air Force member of corresponding grade and length of service, less any earned civilian income.
5. Entitlements are paid via check or direct deposit; therefore, I must report any changes in residence or bank account to my reserve pay office, reserve medical unit, and the military personnel flight customer service office.
6. Emergency partial payments not to exceed 80 percent of base pay may be paid in cash.
7. Any payments I receive based upon an interim line of duty determination is subject to 100 percent recoupment if the final determination is not in the line of duty.
8. A request for extension of the initial 6-month incapacitation pay period must be approved by the Secretary of the Air Force. I must make application through my career enhancement office for extension of the initial 6-month incapacitation pay period.
9. I may incur a debt for back monthly SGLI premiums not withheld while my application for incapacitation pay is being processed.
10. Incapacitation pay is taxable income.
11. I also understand that if I am in receipt of incapacitation payments I may not be eligible for welfare payments. If I receive both incapacitation and welfare payments, I will be required to reimburse welfare payments to the welfare agency.
12. Point of contact for any pay question is _____ at extension _____.

(Member's signature and date)

(Briefer's signature and date)

cc:

MPF/DPME

Member's immediate commander

Attachment 6**SAMPLE LOD MEMORANDUM**

MEMORANDUM FOR (MEMBERS'S NAME AND ADDRESS)

FROM: (MSS/DPMPE)

SUBJECT: Line of Duty Determination/Incapacitation Pay

1. Your line of duty (LOD) determination has been approved. As a result of your injury/illness/disease (enter appropriate incapacitation), you may be entitled to incapacitation pay. Your entitlement to incapacitation pay is based upon your fitness for military duty and or loss of earned civilian income. Determination of your fitness for military duty will be made by your supporting Reserve medical unit or active duty military medical treatment facility. If you have not already received your medical, pay, and personnel briefings you must go to or contact those offices for the appropriate briefing and initiation of documents.
2. If your request for incapacitation pay is approved, your initial 6-month entitlement will begin_____. Depending on your financial needs, payments can be requested every 15 or 30 days. Your first request for payment will be based on the 15/30 days following your entitlement beginning date.
3. Documents required for your initial request are identified in the attached checklist. You will follow the procedures in Rule 1 or 2 depending on your fitness for military duty and/or loss of earned civilian income.
4. Your request for incapacitation pay cannot be processed until all the required documentation is received in this office. Failure to provide current and sufficient information may result in discontinuance of pay and allowances.
5. Any request for incapacitation pay not initiated by you within 60 days of the LOD approval date will be considered untimely and will be disapproved without full justification from you and the wing commander.
6. Please contact the undersigned at extension_____ if you need further assistance.

LUCKY P. MURPHY, CMSGT, USAFR

Chief, Career Enhancement

Attachments: (if applicable)

1. Incapacitation Pay Application Procedures
2. AF Form 1971
3. Earnings Statement

Attachment 7**SAMPLE STATEMENT OF EARNED INCOME**

MEMORANDUM FOR RESERVE PAY OFFICE (Insert proper address)

FROM: (Member's grade and name)

SUBJECT: Statement of Earned Civilian Income

1. I certify that my earned civilian income for the incapacitation period of _____ to _____ was \$ _____. This includes income from self-employment and all non-military income including normal wages, salaries, professional fees, tips, or other compensation for personal services actually rendered, as well as income from income protection plans, vacation pays, and paid sick leave that I elected to receive.
2. I swear under penalty of perjury that this information is true and accurate. I understand that filing a false claim is punishable under Article 107 of the Uniform Code of Military Justice and Title 18, Section 1001 of the United States Code. Filing a false claim for incapacitation pay or in connection with obtaining health care at a military medical facility could lead to my conviction of a felony, confinement in a federal prison for 5 years, a fine of \$10,000, and discharge from the Air Force Reserve.

(Member's signature, Date)

(Witness Signature & Date)